

# BUSINESS EDUCATION (UBEA) FORUM

## Index to Volume VII (October 1952 to May 1953)

### Articles and Contributors

**EDITOR'S NOTE:** The index to articles which appear in BUSINESS EDUCATION (UBEA) FORUM is an annual service to members, libraries, and summer-session students. Indexes to previous volumes may be obtained by sending a stamped (6c) and addressed-return envelope to the UBEA Executive Secretary, 1201 Sixteenth Street, N. W., Washington 6, D. C.

The FORUM is owned and published by the members of the United Business Education Association. Articles which appear in the FORUM are approved for publication by the respective service editors. Ideas presented by the contributors do not necessarily constitute an endorsement by the publisher unless established by a resolution of the UBEA Representative Assembly and approved by the National Council for Business Education. The FORUM's staff welcomes articles submitted by first-time writers in addition to those solicited from experienced business educators.—H.P.G.

### BASIC business

- Basic business: a functional course. Ellsworth M. Outwin. 7:15 Mar '53
- Basic business belongs. James F. Giffin. 7:31 Nov '52
- Choicemaking: the backbone of consumer education. Mearl R. Guthrie. 7:11 Mar '53
- Consumer problems: a basic course. Arch W. Troelstrup. 7:13 Mar '53
- Evaluation in the social business subjects. Herbert A. Tonne. 7:9 Mar '53
- Group dynamics in basic business. Elizabeth Seuffer. 7:3 May '53
- How shall we evaluate the basic business pupil? Gladys Bahr. 7:28 Jan '53
- Integrating unit on life insurance in basic business. William Selden. 7:33 Dec '52
- Issue editors, Gladys Bahr and Howard M. Norton. Mar '53
- Planning for better living (editorial). Gladys Bahr. 7:7 Mar '53
- Pupil committee technique teaches about agencies which help the consumer. Helen Barr. 7:36 Feb '53
- Pupil interest in personal-economic problems. Harold Leith. 7:19 Mar '53
- Teaching for concepts, abilities, and understandings in basic business. Geraldine B. Ebert. 7:36 Apr '53
- Tired of lectures, class plans study units. Harrison J. Cameron, Jr. 7:31 Oct '52

### BOOKKEEPING and accounting

- Accounting students must analyze—not memorize. Roy Max. 7:19 Dec '52
- An important divergence between current bookkeeping education and modern

- bookkeeping practice. Albert C. Mossin. 7:29 Dec '52
- Checking on student understanding. Bruce F. Jeffrey. 7:17 Dec '52
- Competent bookkeepers need technical skills "plus" (editorial). Fred C. Archer. 7:7 Dec '52
- Developing good business attitudes in bookkeeping and accounting classes. Donald J. D. Mulkerne. 7:11 Dec '52
- Five days to improve bookkeeping instruction. Byron C. Yale. 7:31 Feb '53
- Helping bookkeeping students to improve study habits. Louise Moses. 7:18 Dec '52
- Helping the student to develop responsibility. R. G. Hallisy. 7:16 Dec '52
- How a bookkeeping project helped to improve attitude. Dorothy N. Binger. 7:12 Dec '52
- How I develop thoroughness. Wilmoth C. Price. 7:21 Dec '52
- How I encourage the growth of accuracy. E. G. Knepper. 7:21 Dec '52
- How I help students to locate errors. Fred H. Green. 7:20 Dec '52
- Ideas for developing responsibility. Dick Mount. 7:22 Dec '52
- Issue editors, Harry Huffman and Fred C. Archer. Dec '52
- It's your job—you're responsible. George P. Frakes and Wayne E. Johnson. 7:31 Apr '53
- Mechanical and faulty attitudes can be eliminated in bookkeeping. Joe R. Peters and Galen Stutsman. 7:13 Dec '52
- Suggestions for improvement of handwriting in bookkeeping classes. Ernest A. Zelliot. 7:27 Oct '52
- Survey accounting course for technicians. A. J. Kalbaugh. 7:33 May '53
- Teaching flexibility in account titles. London A. Sanders. 7:27 Jan '53
- Teaching personal traits. William Polishook. 7:14 Dec '52
- Testing in bookkeeping is a part of teaching. Fairy C. McBride. 7:27 Nov '52
- The practice set can help to develop proper work habits. Clarice M. Robinson. 7:17 Dec '52
- The "staff conference" teaches self-direction. Arthur Blake. 7:15 Dec '52
- Student auditing committee develops habits of accuracy and attention to details. Hamden L. Forkner. 7:14 Dec '52
- Student auditing committee provides opportunity for personality development. Ronald L. Austin. 7:15 Dec '52
- Use students' experiences to enrich teaching of accounting. Katharine McIntyre. 7:27 Oct '52
- Using surveys to motivate bookkeeping. Cornelia Patteson. 7:32 Mar '53

### CLERICAL, general and office machines

- A day in the office practice class. Edgar Heffley. 7:18 Feb '53
- Criteria for selecting a duplicating process. Juanita M. Rauch. 7:16 Feb '53
- Does your school offer courses in office machines? Roy O. Hunter. 7:35 Apr '53
- Electric typewriter—recognized time saver for clerical workers. Ann L. Eckersley. 7:29 Nov '52
- Errors—but whose? Charles J. Reilly. 7:37 May '53
- Clerical class to office in 180 hours. Zetta C. Walmsley. 7:29 Oct '52
- Ideas for conducting clerical classes. Leo P. Judge. 7:35 Feb '53
- Issue editors, Mary E. Connelly and Regis A. Horace. Feb '53
- Learning on the job. Clare E. Lewis. 7:35 Mar '53
- Management techniques for the office practice teacher. Marian Jo Collins. 7:22 Feb '53
- Mechanization of the business department is here to stay. Ruth Plimpton Patterson. 7:11 Feb '53
- Mimeographing is important, too! Sister Teresa Clare. 7:11 Feb '53
- Office practice class and the school newspaper. Sister Mary Ann Joseph. 7:24 Feb '53
- Threshold experience toward business placement. Emma Poland. 7:20 Feb '53
- Up-to-date equipment necessary (editorial). Mary E. Connelly. 7:29 Feb '53

### DISTRIBUTIVE occupations

- Basic principles of evaluation. Melvin L. Barlow. 7:9 Apr '53
- Evaluating cooperative part-time training for the distributive occupations. William B. Logan. 7:17 Apr '53
- Evaluation of a distributive occupational training program on a nation-wide basis. John B. Pope. 7:12 Apr '53
- Evaluation in distributive occupational training (editorial). William R. Blackler. 7:7 Apr '53
- Indiana distributive education tries new ideas. Earl P. Thegilgus. 7:32 Nov '52
- Issue editors, William R. Blackler and John A. Beaumont. Apr '53
- Let's use the flannel board. Viola L. Thomas. 7:20 Apr '53
- Role playing in sales classes. John McKillop. 7:29 May '53
- Sources of training materials for the distributive occupations. Viola L. Thomas. 7:29 Jan '53

## OFFICE standards and cooperation with business

- Build on that enthusiasm to attain acceptable office standards. Lucille Parker Irvine. 7:33 Nov '52
- Business executives meet prospective employees. Inez Ahlering. 7:31 Jan '53
- Clerical standards "invalid"—need time-motion studies. Fred C. Archer. 7:33 Oct '52
- Cooperative office training program—benefits derived and difficulties encountered. Florence Trakel. 7:37 Apr '53
- Development of office standards, a scientific approach. Fred C. Archer. 7:15 May '53
- Good office standards, the improvement of business education in the light of (editorial). Edwin M. Keithley. 7:9 May '53
- Issue editors, Erwin M. Keithley and Fred C. Archer. May '53
- Main street can teach a lesson on office standards. Elise Etheredge. 7:37 Feb '53
- Maintain educational standards in your vocational cooperative work-experience program. Lloyd V. Douglas. 7:37 Mar '53
- Public relations in a metropolitan vocational program. J. Wilson Getsinger. 7:35 Dec '52
- Job studies, recording and presenting the findings of. Lowell W. McGraw. 7:24 May '53
- Identification of common and basic office operations. Harry Huffman. 7:22 May '53
- Scientific approach to clerical cost control. H. F. van Gorder. 7:19 May '53
- Studying and measuring office operations to determine qualifications for effective job performance. W. Williams and C. Kowal. 7:15 May '53
- Using findings of job studies to improve business instruction. Fred. G. Nichols. 7:26 May '53

## SHORTHAND

- Achieving meaningful learning in shorthand. Simon A. Duchan. 7:25 Nov '52
- Building transcription skill. Stella Wilkins. 7:25 Oct '52
- Issue editors, Dorothy H. Veon and Mina H. Johnson. Oct '52
- Legal secretary has endless variety of work. Rita C. Reimer. 7:14 Oct '52
- Medical dictation a highly specialized area. Celia A. Dalton. 7:17 Oct '52
- Banking and grading the shorthand class. Edith H. Huggard. 7:25 Jan '53
- Refresher shorthand course aids inexperienced stenographers. June E. Ayers. 7:21 Oct '52
- Shorthand behind the impressive scene of steel making. Mary Stella. 7:19 Oct '52
- Specialized shorthand—in school or on the job (editorial). Dorothy Veon. 7:9 Oct '52
- Study guide aids future secretaries of automotive industry. William G. Savage. 7:12 Oct '52

- The secretary speaks. Lilyan Miller. 7:27 Dec '52
- Teaching advanced shorthand as applied to the petroleum industry. Clyde I. Blanchard. 7:11 Oct '52
- Teaching techniques for first-year shorthand. Rita Polk Heape. 7:29 Feb '53
- To shorthand teachers, especially beginners! Margaret F. Rowe. 7:29 Apr '53
- Transcription: self taught. Audra L. Roberts. 7:29 Mar '53
- Using a reading inventory in elementary shorthand. Dorothy H. Veon. 7:31 May '53

## TEACHING aids

- An overview of visual aid projections. W. Harmon Wilson. 7:7 Jan '53
- Bibliography of film and filmstrip sources for business education. Dwight R. Crum. 7:19 Jan '53
- Educational role playing. Mary Bell. 7:33 Mar '53
- Filmstrips in business education. Clifford Ettinger. 7:14 Jan '53
- Individualizing instruction in distributive occupations with periodicals. Robert T. Stickler. 7:33 Apr '53
- Issue editors, Lewis R. Toll and Mary Bell. Jan '53
- Learning number keys the "tachistoscopic" way. Fred E. Winger. 7:28 Nov '52
- Magazet for the office practice class. Edith V. Hafer. 7:33 Feb '53
- Projecting visual aids (editorial). Lewis R. Toll. 7:5 Jan '53
- Pupils record "on the spot" interviews. Marjorie C. McLeod. 7:28 Oct '52
- Teaching the preparation of a balance sheet in bookkeeping. Earl Clevenger. 7:30 Dec '52
- The motion picture in business education. Mabel Z. Allen. 7:16 Jan '53
- The overhead projector in business education. Fred E. Winger. 7:9 Jan '53
- The silent E in light and sound. Edward T. Burda. 7:33 Mar. '53
- Using the opaque projector in business education. Brother Philip Harris, O.S.F. 7:12 Jan '53
- Utilizing community resources in teaching sales letter writing. Hugh W. Sargent. 7:35 May '53

## TYPEWRITING

- A demonstration stand for typewriting. Viola DuFrain. 7:26 Nov '52
- Box tabulations—simplified. Frances Sadoff. 7:28 Dec. '52
- Bringing "office atmosphere" to the typewriting room. Sister M. Therese, O.S.F. 7:16 Nov '52
- Copyholders for classroom use. William R. Pasewark. 7:21 Nov '52
- Designing the typewriting classroom for business teacher education. Louis C. Nanassy and Christine Stroop. 7:18 Nov '52
- Don't call the repair man—unless . . . ! Dorothy Travis. 7:13 Nov '52

- Do you have an ideal typewriting classroom? Dorothea Chandler and D. W. Feller. 7:30 Mar '53
- Electrification of the modern typewriting classroom. Philip S. Pepe. 7:11 Nov '52
- Inexpensive copyholders. Muriel Van Orden. 7:23 Nov '52
- Issue editors, John L. Rowe and Dorothy Travis. Nov '52
- Reference books—a primary need for the modern typewriting classroom. Sister M. Alexius Wagner, O.P. 7:26 Jan '53
- Storage of supplies. James L. White. 7:20 Nov '52
- Storage of supplies for the typewriting classroom. Juanita E. Carter. 7:30 Apr '53
- The best ideas are common property (editorial). John L. Rowe. 7:9 Nov '52
- Typewriting in a work-inspiring environment. Eugenia Moseley. 7:26 Oct '52
- Typewriting in the junior high school. H. S. Konvolinka. 7:32 May '53
- Typewriting is important in the general clerical course. Mary Ellen Oliverio. 7:30 Feb '53

## A SPECIAL OFFER

While the supply lasts, special packages containing three copies of feature issues of BUSINESS EDUCATION FORUM (March 1947-May 1952) may be obtained at less than one-half the present single issue rate—we pay postage, too. When the supply of any issue requested has been depleted, a substitution will be made in the same subject-matter area.

On the order form below, please check the subject-matter area and write in the years of publication desired. Send the form with \$100 for each package checked to:

UNITED BUSINESS EDUCATION ASSOCIATION  
1201 SIXTEENTH STREET, N. W.  
WASHINGTON 6, D. C.

Please send me the special packages checked below. I am enclosing \$\_\_\_\_\_.

Subject-Matter Area	Year of Issue (List three between '47 and '52)
..... Shorthand	.....
..... Typewriting	.....
..... Bookkeeping	.....
..... Teaching Aids	.....
..... General Clerical and Office Machines	.....
..... Basic Business	.....
..... Distributive Occupations	.....
..... Office Standards and Cooperation with Business	.....

Name .....

Street and No. ....

City ..... Zone ..... State .....

